



United States Department of the Interior  
OFFICE OF THE SECRETARY  
Washington, DC 20240

IN REPLY REFER TO:  
7202.4-OS-2019-00875

May 22, 2019

Via email: [73613-39682769@requests.muckrock.com](mailto:73613-39682769@requests.muckrock.com)

Emma Best  
MuckRock News  
DEPT MR73613  
411A Highland Ave.  
Somerville, MA 02144-2516

Dear Ms. Best:

On May 21, 2019, you filed a Freedom of Information Act (FOIA) request seeking the following:

Request the following records:

\*Documents generated as part of the creation of the FOIA office (defined as whatever department, office, or coordinator is responsible for overseeing and/or processing FOIA requests), whether this was at the time of the agency's creation or the passage of the Freedom of Information Act, to include:

1. The instruction to do so from the Agency, as well as any guidance from the senior leadership.
2. Documents discussing proposals and procedures.
3. Any legal guidance or analysis produced or acquired by the Agency in response to or as part of the creation of the FOIA office.
4. Internal documents from the press office, legislative liaison's office (or equivalent), general counsel's office (or equivalent), director's office (or equivalent) or the newly created FOIA office, reacting to or characterizing the office and its creation.

- \* A copy of the agency's first perfected (successful) FOIA request
- \* Copies of other FOIA requests filed before the FOIA request described above
- \* Processing notes, search slips and response documents regarding the FOIA requests described above
- \* The first set of guidelines, instructions and/or forms created to control the agency's processing of FOIA requests
- \* A copy of the agency's first successful FOIA appeal

- \* Copies of other FOIA appeals received by the agency before the appeal described above
- \* Processing notes, search slips and response documents regarding the FOIA appeals described above
- \* The first set of guidelines, instructions and/or forms created to control the agency's processing of FOIA appeals

Your request was received in the Office of the Secretary FOIA office on May 21, 2019, and assigned control number **OS-2019-00875**. Please cite this number in any future communications with our office regarding your request.

We have determined that if the records you are seeking still exist, they are no longer in the possession and control of the Department of the Interior, but may be maintained by the Director, National Archives and Records Administration II (NARA), Special Access and FOIA Staff, located at 8601 Adelphi Road, College Park, MD 20740. We recommend that you write directly to NARA for these records.

In light of the above, we are closing our files on your request.

Sincerely,

Clarice Julka  
Office of the Secretary  
FOIA Officer